

Memorandum



TO: Distribution List
FROM: Bryan Tippie, Budget Director
DATE: April 20, 2004
Re: Minutes of the April 15, 2004 Finance Committee Meeting

Committee Members present: Mr. Ray Graham and Mr. Bill Downey

The Finance Committee met on April 15, 2004, at 4:00 p.m. in the Courthouse 4th Floor Conference Room at 40 Culpeper Street. This document reflects the official minutes of that meeting.

County Treasurer's Report: Beth Ledgerton presented the Treasurer's Report for the Finance Committee's consideration.

County Attorney's Report: Tracy Gallehr, Assistant County Attorney, presented the County Attorney's Report for the Finance Committee's consideration.

Consent Agenda

Supplemental Appropriations:

The following supplemental appropriations were approved for forwarding to the Board of Supervisors for their consideration unless otherwise noted.

FY 2004

1. General Services - \$628,575

- a. \$81,700 from HVAC Capital Funds and \$95,700 from Roof Repair/Replacement Capital Funds, totaling \$177,400, was approved to be appropriated to the General Services operation budget to comply with the Government Accounting Standards Board - 34 (GASB-34) requirements.
- b. \$451,175 from the County Comprehensive Maintenance Capital Fund was approved to be appropriated to the General Services operation budget to comply with the GASB-34 requirements.

2. Information Technology - \$40,363

\$40,363 from the Capital Fund for Communication Equipment including the Computer Aided Dispatch/Records Management System (CAD/RMS) was approved for appropriation to the Information Technology operation budget to comply with the GASB-34 requirements.

3. Environmental Services - \$6,669

\$6,669 in Federal funds from the Federal Emergency Management Agency (FEMA) was approved for appropriation for Hurricane Isabel related expenses.

4. Sheriff's Office - \$1,000

- a. \$500 from Federal funds was approved for appropriation to the Sheriff's Office from a DMV Mini-Grant for bicycle helmets.
- b. \$500 from Federal funds was approved for appropriation to the Sheriff's Office from a DMV Mini-Grant for child safety seats.

5. Emergency Services - \$19,097

\$19,097 from the Contingency Reserve was approved for appropriation to the Joint Dispatch budget for street sign replacement.

Transfers:

None

Regular Agenda

Supplemental Appropriations:

FY 2004

General Services - \$38,000

\$38,000 from the Contingency Reserve was approved for appropriation to General Services budget for Hazardous Materials Survey of County facilities.

Transfers:

None

Deappropriation:

Budget Office - \$4,000,000

The deappropriation of \$4,000,000 for Warrenton/Taylor Middle School's Renovation was **tabled** until the May Finance Committee Meeting.

Comments

1. Finance:

Health Insurance – Janice Bourne, Finance Director, provided the health insurance fund information.

From March 2003 to March 2004, there has been a 13.78% increase in expenditures. The average for the first nine (9) months in FY 2004 is \$812,654 per month. March was one of the most expensive health insurance months for the

Fiscal Year. If expenditures remain constant, the Health Insurance Fund is projected to end FY 2004 with a small positive balance.

2. Budget Office:

Revenue - Bryan Tippie, Budget Director, stated that based on the April 15, 2004 Revenue Meeting, revenue projections for FY 2004 are estimated to increase approximately \$500,000 above the previously identified estimation of \$2.2 million.

Mr. Graham stated his concern about this growth in revenue compared with budgeted revenue amounts. In the discussion that followed, the implied concern about the accuracy of the revenue projection methodology and its impact on FY 2005 was addressed. It was pointed out that methodology is changed at least annually during the budget process based on historical receipts and projection of the economic consideration. It was stated that the Commissioner of the Revenue would provide a more detailed briefing on the methodology used for Real Estate and Personal Property revenue projection at the May Finance Committee meeting.

The next Finance Committee Meeting will be

May 20, 2004 at 4:00 p.m.